

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 3/11/2014	(3) CONTACT/PHONE Kami Griffin, Assistant Director / 805-781-5708	
(4) SUBJECT Report on Department of Planning and Building Priorities. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.			
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { } Consent { } Presentation { } Hearing (Time Est. ____) { X } Board Business (Time Est. <u>30 min</u>)			
(11) EXECUTED DOCUMENTS { } Resolutions { } Contracts { } Ordinances { X } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required { X } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY { } N/A Date: <u>September, October, November 2008; January, February, September 2009; January, August, November 2010; January, March, June, October 2011; February, October 2012, February, October, December 2013</u>
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Kami Griffin, Assistant Director

VIA: James A. Bergman, Director

DATE: 3/11/2014

SUBJECT: Report on Department of Planning and Building Priorities. All Districts.

RECOMMENDATION

It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.

DISCUSSION

Beginning in October of 2008, the Department of Planning and Building has been providing reports to the Board of Supervisors on Department workload and priorities. On October 15, 2013, the Department presented the latest comprehensive priority and workload update to the Board. On December 3, 2013, the Department presented an update focusing on potential implementation of water demand and supply policies as set forth in the Conservation and Open Space Element of the General Plan.

Four Guiding Department Priorities

As part of past actions, the Board has established four guiding priorities for the Department. These guiding priorities are used during preparation of the Department budget each fiscal year and to determine which projects are a part of the "Top10" list.

- (1) Paying customers are not adversely affected;
- (2) Mandates are accomplished;
- (3) That the Department should focus on those items that forward the goals and the implementation of a Comprehensive County Energy Strategy; and
- (4) That the Department should focus on those items that forward the goals and the implementation of a County Economic Strategy.

Department Priorities

The Department had set four areas to focus on during FY2013-14 using the four guiding priorities as defined above. These are: Process Improvements, Infrastructure, Energy and Economic Development. Each of these key focus areas is reflected by items on the attached tables. However, further direction provided on December 3, 2013 requires the addition of a fifth focus area: Water.

On October 15, 2013, your Board agreed with the workload set forth as part of the workload tables and "Top 10" list attached to that staff report. On December 3, 2013 your Board authorized the addition of two limited term Planner positions to assist in the implementation of Urgency Ordinance 3246 (including the offset programs) and preparation of various amendments to the County General Plan and ordinances to implement water demand and supply policies as set forth in the Conservation and Open Space Element of the General Plan, as well as other ideas that were discussed by your Board. Staff will be returning with a request for authorization to proceed with the processing of these amendments on March 4, 2014. At that time details about the various amendments will be presented to your Board.

Attached Tables

The attached tables have been updated and reflect both the priorities as set forth by your Board and the adopted FY13-14 budget (See Exhibit A for additional information). The shaded items in the tables note the current and proposed "Top 10" priorities. The tables also note where a project or program is an implementation measure identified in an adopted General Plan Element. In addition, the tables reflect additional business operation and technical support priorities that are needed to provide improvements to customer service and to increase County operational effectiveness, such as the conversion of microfiche to scanned documents and the replacement of the permit tracking system. Tables 4, 5, and 6 include all programs from the County's General Plan. The last column notes which, if any, of the four guiding priorities apply. For a summary of the content included in Tables 1 – 6, refer to Exhibit A.

Status of Top 10 Priorities

The Department maintains an active "Top 10" list of priorities. The Department is recommending a new Top 10 list based on previous decisions and direction from the Board of Supervisors.

Completed Top 10 Items

The following items were completed since the last update of the Top 10 list.

- **Complete amendments to implement post-construction stormwater requirements.**
Status: Complete. On September 6, 2012, the Central Coastal Regional Water Quality Control Board (CCRWQCB) passed Resolution R-3-2012-00-2 that established Post-Construction Stormwater Management Requirements for Development Projects for municipalities throughout the Central Coast Region. Amendments to the Land Use Ordinance and Coastal Zone Land Use Ordinance will be required to implement these requirements. On June 13, 2013, the Planning Commission recommended approval and the Board of Supervisors approved the amendments on December 3, 2013 (the Coastal Zone Land Use Ordinance amendments require approval by the California Coastal Commission before they become effective).
- **Prepare the Public Review Draft of the Land Use and Circulation Element (LUCE) update.**
Status: Complete. On March 29, 2011, the Board directed staff to undertake a reorganization of the Land Use Element to streamline and make it user-friendly. The Planning Commission recommended approval of the consolidation on August 8, 2013. Staff prepared a Planning Commission recommended draft and has made this available to the public. The Board of Supervisors approved the amendments on February 4, 2014.

Proposed Top 10 Priorities

Based on direction from your Board, the proposed Top 10 list and status is as follows:

- **Prepare a 'Complete Communities' survey**
Status: In Progress. The Department received a grant to complete a community infrastructure needs assessment for the communities of San Miguel, Nipomo, Oceano, and Templeton. Public meetings occurred in the communities in late 2012. Reports on facilities needs and costs and funding and financing options have been completed. The entire study should be completed in March 2014, followed by a presentation to the Board in early April.
- **Complete the draft Los Osos Habitat Conservation Plan (begin Fish and Wildlife agency review) and begin the Los Osos Community Plan update.**
Status: In Progress. Consultation between agencies and County staff is occurring. Phase I includes the agency review draft plan and is scheduled for completion in early 2014. Phase II includes public review of the draft plan and is scheduled to be completed in 2014. The Community Plan update has been authorized for processing by the Board. Funding for preparation of an Environmental Impact Report is in the Department budget. Notification to property owners for requests for zone changes

were advertised in two local newspapers in March 2013. A Los Osos Community Advisory Council (LOCAC) subcommittee continues to meet to gather public input and meetings will continue into early 2014. The County applied for, but did not receive, a Coastal Commission LCP grant to fund studies that will help in preparation of the Community Plan and its EIR.

- **Complete e-permitting for specific photovoltaic systems.**
Status: In Progress. The Department is currently in development of an e-permit for specific photovoltaic system permits. This would allow applicants to complete the permitting process entirely on-line without having to come into the office. This system should be available in early 2014.
- **Update the San Miguel Community Plan.**
Status: In Progress. Following a successful community outreach process and preparation of an administrative draft plan by the City and Regional Planning Department at Cal Poly, the Board, on November 1, 2011, authorized the community plan update. Grant funding was received to complete technical background reports most of which are complete. A public review draft of the Community Plan update was released in June 2013. The preparation of an Environmental Impact Report is underway. This comprehensive community-based plan will help shape new growth and development, enhance the quality of life, and bring vitality to San Miguel.
- **Prepare ordinance amendments to revise standards to encourage in-fill development**
Status: In Progress. The Department received a grant to complete amendments that would evaluate and revise existing provisions in the Real Property Division Ordinance (Title 21), Land Use Ordinance (Title 22) and Coastal Land Use Ordinance (Title 23) which make it difficult to develop on in-fill sites in urban areas in compliance with the County's strategic growth policies. A Request for Proposal process was completed and a consultant chosen. Public outreach has occurred. A package of draft Land Use Ordinance amendments, as well as a compendium of development types and a "toolkit" of planning and design recommendations accompanied by form-based code examples should be available in the Spring of 2014 or earlier.
- **Implement an "emPower" program in San Luis Obispo County**
Status: In Progress. This program would be an expansion of Santa Barbara County's comprehensive financing program for energy efficiency project for homeowners. The program would cover San Luis Obispo, Santa Barbara and Ventura Counties and would offer homeowners the ability to get low interest unsecured loans to complete energy efficiency projects. Grant funding will cover the costs of staffing and marketing of the program. Agreements from Santa Barbara County for the grant funding should be coming to your Board for review in March or April of 2014.
- **Complete the draft of a Renewable Energy Combining Designation and related ordinance amendments for implementation.**
Status: In Progress. The California Energy Commission (CEC) has awarded the County a Renewable Energy and Conservation Planning Grant of \$638,152 to fund a Renewable Energy Streamlining Program. The program would include amendments to revise policies, combining designations and ordinances to streamline development of renewable energy projects in areas of the county that meet selected criteria. Also includes preparation of an Environmental Impact Report (EIR) that evaluates specific areas proposed for a new Renewable Energy (RE) combining designation based on mapping of resources, infrastructure and constraints. The grant agreement with the CEC was approved by your Board on July 9, 2013, and a contract for a consultant team to perform the work in conjunction with County staff was approved on August 13, 2013. The consultant team has conducted initial stakeholder interviews and has prepared an administrative draft opportunities and constraints analysis, together with extensive mapping, which has been posted to the Department website on February 20, 2014.
- **Paso Robles Groundwater Basin (PRGWB) Urgency Ordinance Implementation.**
Status: In Progress. On August 27, 2013, your Board adopted an Urgency Ordinance covering a majority of the PRGWB that requires new uses to offset their water demand at a ratio of 1:1 and new wells to be metered and monitored by the property owner. On October 1, 2013, your Board took

action to provide direction to staff relative to implementation of the ordinance. Implementation includes preparation of a County Approved Conservation Program for both new development (residential and commercial) and agricultural offsets. The new development offset program was approved by your Board on February 25, 2014. The agricultural offset program is being completed by the Upper Salinas-Las Tablas Resource Conservation District and will be ready for review by your Board in the Fall of 2014. Implementation of the ordinance, including vested rights determinations, is ongoing.

- **Complete the public review drafts of various general plan and ordinance amendments relating to water demand and supply.**

Status: In Progress. On December 3, 2013, your Board provided direction to staff to return with a formal request to consider the authorization of amendments that could include implementing certain policies in the Conservation and Open Space Element, restricting the sale of groundwater outside of the PRGWB, modifying general plan policies that relate to agricultural and residential water use, modifying the Transfer of Development Credit program, and creating a new land use category that would limit irrigation. On March 4, 2014, staff will receive direction from your Board regarding authorization of amendments. At the time of the preparation of this staff report, this meeting had not yet taken place.

- **Complete the public review draft of the Housing Element update consistent with state mandates.**

Status: In Progress. The Board authorized the processing of amendments to the Housing Element of the County General Plan on January 29, 2013. Generally, the County must update its Housing Element to be in compliance with State law every five years. The next Housing Element Update is due on June 30, 2014 to the State Office of Housing and Community Development (HCD). It will cover a 5½ year period from January 1, 2014 to June 30, 2019.

Summary

The attached tables illustrate that the Department has a large number of programs being worked on in addition to many complicated permit applications (see Exhibit B for a representative sample of major development projects in process). The four guiding priorities established by your Board are directing how the Department is prioritizing completion of these programs and permit applications. Timing of completion is based on the availability of staff resources, the need to complete mandated programs and continuing to provide responsive service to our customers who are processing applications for permits.

In order to complete the items that are on the Department's workload tables and on the Top 10 list, all staff as currently allocated under the Department's Position Allocation List (PAL), including the additional limited term positions, are completely assigned (including vacant positions). In October, staff recommended postponement of a number of items on the list. As other projects are completed, work will begin again on postponed projects.

Currently the Department estimates that in order to complete the revenue generating items on Table 1, 42.25 FTE (full time equivalent) positions are needed. The mandated and budgeted programs on Tables 2 and 3 require an approximate additional 50.75 FTE positions. The Department currently has 92.5 FTE positions on the Position Allocation List (PAL) and at this time, four of these positions are vacant.

The Planning and Building Department will continue to provide updates to your Board relative to the Department's priorities and progress towards completion of our assigned workload. The next update will be in October 2014.

OTHER AGENCY INVOLVEMENT/IMPACT

The Department regularly coordinates with County Counsel, Public Works, County Parks, Agricultural Department, Environmental Health, Air Pollution Control District, Local Agency Formation Commission, San Luis Obispo Council of Governments, Airport Land Use Commission, Cal Trans, Cal Fire, and California Coastal Commission. Continued collaboration and coordination between these agencies and others will occur as the Department strives to continuously improve.

FINANCIAL CONSIDERATIONS

Completion of programs that are not revenue-offset requires General Fund support. The level of General Fund support is determined each fiscal year through the Department's approved budget. In the adopted budget for fiscal year 2013-2014, revenues were estimated at \$6,810,441, expenditures at \$12,595,735 and General Fund support at \$5,785,294.

RESULTS

The discussion with the Board will provide more clarity about the overall workload, priority of workload items and specific programs for the Department to focus on in remaining months of fiscal year 2013-2014 and looking ahead at budgeting for fiscal year 2014-2015, consistent with the countywide goal of a Well-Governed Community.

ATTACHMENTS

- Exhibit A - Description of Tables 1 - 6 / Guiding Priorities and Tables 1, 2, 3, 4, 5, and 6
- Exhibit B - Representative Sample of Major Development Projects in Process